

Ngā Kōrero e pā ana ki te Tūranga Job Description

Principal Advisor Strategic Investment

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We
shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Principal Advisor Strategic Investment develops and provides a Ministry-wide view on investment planning and delivery (financial and non-financial). They support shaping required investment strategies aligned to Ministry's outcomes and performance framework. In doing this, they may also be required to put in place supporting strategies and plans. This role will carry out modelling, provides advice and reports on investment performance to inform evidence-based decision-making by governance and leaders.

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The Principal Advisor Strategic Investment would bring together cross-business group financial and non-financial information and support decision-makers (including the Investment Board) to make informed decisions about affordability, prioritisation and value-for-money. The role provides system thinking and links strategic decisions with project and programme investment to help shape investment strategy.

Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational and strategic level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Advisor Strategic Investment, you will:

- Implement and promote good investment management including implementing tools and processes that align to Government standards and provide efficient and effective practice support and advice.
- Develop and embed where required consistent approaches to project, programme and portfolio to support investment planning and reporting
- Connect investment prioritisation, delivery, financial management and reporting alongside the Practice Leads in EPMO and Strategic Finance
- Lead the production of investment advice that supports good, process, clear priorities and criteria to meet government objectives.
- Support decision making by ensuring investment proposals are based on sound financial and non-financial information and facilitate the flow of decision through related processes such as into appropriate funding, budgets, baselines, forecasts, controls and reporting.
- provide financial and non-financial information to support Governance oversight of investment planning and management
- ensure sufficiently robust investment information (financial and non-financial) is available and structured to support effective modelling, alignment to financial standards and investment reporting requirements
- Produce investment strategies and plans as required, including providing strategic and long-term advice, analyse the organisation position and provide advice on trends and where the organisation needs to

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focus its energy in the future. This may include construct 'what if' scenarios that enable the organisation to evaluate the future and develop plans.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Business strategies and policy within a government function, specifically including strategic investment and business planning, budgeting, business case writing and analysis
- Relevant practical experience and understanding of the government investment and funding processes, and the annual planning cycles is desirable.
- Budgeting, planning and reporting cycles and requirements within government
- Using data-led business analytics to generate insights and actions to improve business performance
- Political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Experience in influencing others and solving problems through advocacy.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Background or experience in investment management
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Strong financial and business analysis skills.
- Able to understand and distil current and possible future government and education sector policies, practices and trends, technology, and information affecting the Ministry.
- Knowledge and sound understanding of governance concepts and practices. Applied knowledge and practical skills, involving the understanding of the organisation's strategic direction and business in order to take a whole of organisation perspective to support organisational priorities.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

Tātai Pou | Our Cultural Competency

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Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	19 August 2026
Approved By	Hautū, Te Pou Rangatōpū Deputy Secretary - Corporate